

Emergency Management for Medicare and Medicaid Providers and Suppliers

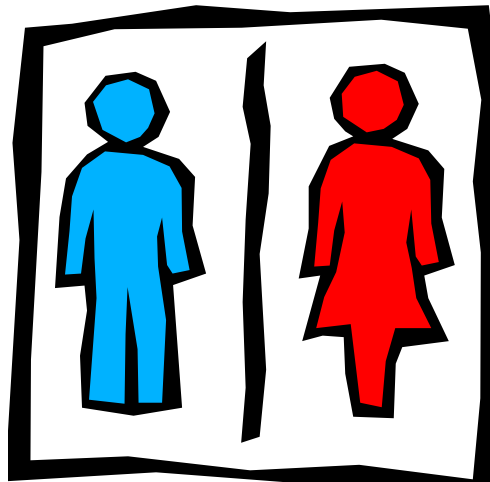
Navigating the Emergency Preparedness Rule

August 2017



OFFICE OF
EMERGENCY MANAGEMENT

Housekeeping



Purpose

Provide assistance in developing an emergency management program that establishes consistent emergency preparedness requirements

References

- Emergency Preparedness Requirements for Medicare and Medicaid Participating Providers and Suppliers Final Rule
- TRACIE Healthcare Emergency Preparedness Information Gateway
- Federal Emergency Management Agency CPG 201, CPG 101
- Emergency Operations Planning Guide for Special Care Facilities and Human Service-Related Agencies

Outline

1. What is Emergency Management?
2. The Risk Assessment Process
3. Developing an Emergency Operations Plan
4. Connecting the plan to your policies and procedures
5. Develop a communication plan
6. Training and exercising the plan

Goals

- Cover the basics of emergency preparedness
- Learn where to get assistance with planning, training, exercising, etc.
- Relationship building and networking
- Apply the concepts presented to your facility

Website for These Handouts and Others

Write this down!

<http://bit.ly/2hRNvn6>

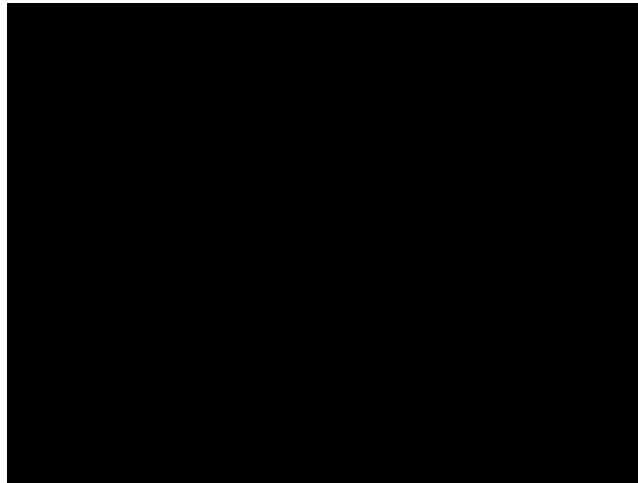
Or visit yorkcountypa.gov and
search dependent care planning



Module 1

What is Emergency Management?

What is Emergency Management?



What is Emergency Management?



What is Emergency Management?

Emergency Management operates at all levels

- Municipal/Local
 - All emergencies begin locally
- County
- Task Force
 - Regional entity made of 8 counties
- State
 - PEMA
- Federal
 - FEMA

What is Emergency Management?

Integrated Management System

- Culture
- Increases capability
- Incorporates the whole-community
 - All stakeholders involved

What is Emergency Management?

Emergency Management Principles

- Comprehensive
- Progressive
- Risk-Driven
- Integrated
- Collaborative
- Coordinated
- Flexible
- Professional

What is Emergency Management?

Core Capabilities

- 32 critical elements
- Essential for the execution of each mission area: Prevention, Protection, Mitigation, Response, and Recovery.

What is Emergency Management?

NIMS

- NIMS represents a core set of doctrines, concepts, principles, terminology, and organizational processes that enable effective, efficient, and collaborative incident management.
- Preparedness
- Communications and Information Management
- Resource Management
- Command and Management
- Ongoing Management and Maintenance

HIMS/HICKS

What is Emergency Management?

Breakout- What does your current emergency management program look like?

10 minutes

Report back

Module 2

The Risk Assessment Process

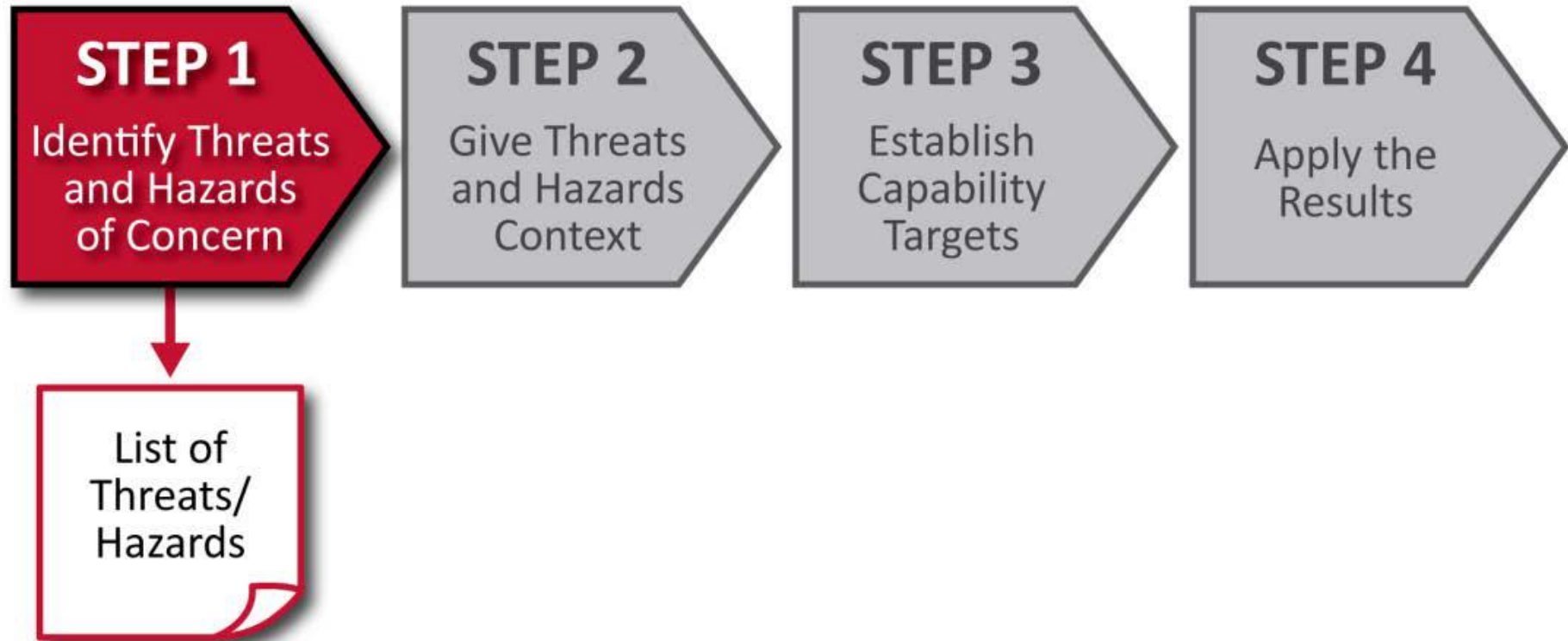
The Risk Assessment Process

The Threat and Hazard Identification and Risk Assessment (THIRA) is a 4 step common risk assessment process that helps the whole community

The Risk Assessment Process



The Risk Assessment Process



The Risk Assessment Process

A brief profile
of your facility

Facility Profile	
(Facility Name) is located at: Address: _____ City _____ State _____ Zip _____ Telephone: _____	
This facility is owned and operated by: _____	
Building Manager: _____ Contact Number: _____ Office Hours: _____ Building Operation Hours: _____	
The building was built in _____, is _____ stories high, with _____ units/rooms and a capacity for _____ residents/clientele.	
This facility provides the following services: ____ residential ____ adult day-time activities ____ child care ____ personal care ____ nursing care ____ (other) ____ mental health services	
<u>Special Needs</u> # of persons who regularly use a wheelchair _____ # of persons who walk only with assistance _____ # of persons on oxygen _____ # of persons with dementia or Alzheimer's Disease _____ # of persons with hearing impairment _____ # of persons with sight impairment _____ # of persons with medical needs _____ (other) _____	
<u>Geographic Description:</u> This Facility is (✓ if applicable): ____ located within a flood plain ____ located in a hurricane evacuation zone ____ located within the 50 mile Emergency Planning Zone of a Nuclear Power Facility ____ located in a geographic area prone to severe winter storms ____ located within a tornado-prone area ____ (other hazard) _____	

The Risk Assessment Process

Natural	Technological	Human-caused
<ul style="list-style-type: none"> ▪ Avalanche ▪ Animal disease outbreak ▪ Drought ▪ Earthquake ▪ Epidemic ▪ Flood ▪ Hurricane ▪ Landslide ▪ Pandemic ▪ Tornado ▪ Tsunami ▪ Volcanic eruption ▪ Wildfire ▪ Winter storm 	<ul style="list-style-type: none"> ▪ Airplane crash ▪ Dam failure ▪ Levee failure ▪ Mine accident ▪ Hazardous materials release ▪ Power failure ▪ Radiological release ▪ Train derailment ▪ Urban conflagration 	<ul style="list-style-type: none"> ▪ Biological attack ▪ Chemical attack ▪ Cyber incident ▪ Explosives attack ▪ Radiological attack ▪ Sabotage ▪ School and workplace violence

The Risk Assessment Process

Sources of Threat and Hazard Information

Facilities should consult a number of sources to identify threats and hazards during the THIRA process. These sources may include:

- State and local homeland security and emergency management laws, plans, policies, and procedures
- Existing threat and hazard assessments (e.g., THIRAs)
- Records from previous incidents, including historical data
- Local, regional, and neighboring community THIRAs
- Analysis of critical infrastructure interdependencies, including disruptions and failures that may originate elsewhere but produce cascading effects experienced locally (e.g., an electrical power disruption that spreads both geographically and across sectors)
- Intelligence fusion center bulletins and assessments
- Whole community partners

http://www.ycpc.org/images/pdfs/Comp_Plan/Hazard%20Mitigation%20Plan.pdf

The Risk Assessment Process

Breakout- List common threats and hazards to your facility

10 minutes

Report back

The Risk Assessment Process



The Risk Assessment Process

Your Facility Name	
CONSIDERATIONS FOR COMPLETING THE ANALYSIS FORMS	
The following instructions were modified from the Kaiser Permanente HVA tool	
<p>1) Change "Facility Name" at the top of this Instruction Tab to populate your facility's name throughout.</p> <p>2) Facilities using this tool shall complete each worksheet as it pertains to their organization.</p> <p>3) When completing the individual risk tabs (Natural, Technological, Human):</p> <ul style="list-style-type: none"> - Complete all worksheets, including Natural, Technological, and Human - If a hazard does not pertain to you (e.g., "volcanic eruption", "mass casualty") simply score the "probability" as a zero (0) - Assume each event occurs at the worst possible time (e.g, during peak census, lowest staffing levels) when considering Impact and Response <p>4) The Facility Summary tab will automatically provide general overall relative risk by risk type (Natural, Tech or Human).</p> <p>5) The Top 10 Hazards tab will automatically provide the Top Ten by risk type (Natural, Tech or Human) and the Top Ten Overall.</p> <p>6) These top relative risks will help to determine priorities for mitigation efforts, planning efforts and / or needed exercises or training.</p>	
<p>Issues to consider for probability include, but are not limited to:</p> <ul style="list-style-type: none"> ➤ Known Risk ➤ Historical Data (10 Year Time Frame) <p>Issues to consider for human impact include, but are not limited to:</p> <ul style="list-style-type: none"> ➤ Acuity and volume of injury/death to staff, patients, & visitors <p>Issues to consider for property impact include, but are not limited to:</p> <ul style="list-style-type: none"> ➤ Cost to replace ➤ Cost to set up temporary replacement ➤ Cost to repair ➤ Time to recover ➤ Cost to repair/replace based on past incidents <p>Issues to consider for business impact include, but are not limited to:</p> <ul style="list-style-type: none"> ➤ Business interruption ➤ Employees unable to report to work ➤ Customers unable to reach facility ➤ Company in violation of contractual agreements ➤ Imposition of fines and penalties or legal costs ➤ Interruption of critical supplies ➤ Interruption of product distribution ➤ Reputation and public image ➤ Financial impact/burden ➤ Loss of business ➤ Revenue lost during past incidents 	<p>Issues to consider for preparedness include, but are not limited to:</p> <ul style="list-style-type: none"> ➤ Status of current plans ➤ Frequency of drills ➤ Training and implementation status ➤ Insurance ➤ Availability of alternate sources for critical supplies/services <p>Issues to consider for internal resources include, but are not limited to:</p> <ul style="list-style-type: none"> ➤ Types of supplies on hand/will they meet need? ➤ Volume of supplies on hand/will they meet need? ➤ Staff availability ➤ Coordination with Memorandums of Understanding ➤ Availability of back-up systems ➤ Internal resources ability to withstand disasters/survivability <p>Issues to consider for external resources include, but are not limited to:</p> <ul style="list-style-type: none"> ➤ Types of agreements with community agencies/drills ➤ Coordination with local and state agencies ➤ Coordination with proximal health care facilities ➤ Coordination with treatment specific facilities ➤ Community resources ➤ Time to marshal an on-scene response ➤ Scope of response capability ➤ Historical evaluation of response success ➤ Local emergency response availability

The Risk Assessment Process

SCORING SCALE						
	Category	Definition	Score	Scoring Scale	Max Score	
Risk	Relative Risk	The probability of an event occurring and the impact it will have on the facility, based on current mitigation capabilities of the facility. Relative Risk = Probability x Severity (Impact & Acuity)	0	No Relative Risk incurred	1.00	
			1% to 25%	Low Relative Risk		
			25% to 50%	Moderate Relative Risk		
			51% to 75%	High Relative Risk		
			76% to 100%	Highest Relative Risk		
Probability	Probability ²	Historical review of last 10 years and the likelihood that the event will occur within the next 10 years.	0	No probability to occur/Not Applicable	4	
			1	Unlikely to occur, but possible in 10 yr period		
			2	Likely to occur at least once in 10 yr period		
			3	Will occur several times within 10 yr period		
			4	Will likely occur frequently in 10 yr period		
Severity	Impact	Human Impact The total number of patients and the acuity of injury and/or the potential for death to employees, patients, and visitors caused by an incident occurring. ²	0	No injuries or death/ Not applicable	24	
			1	Low Acuity/Low Volume injuries		
			2	Low Acuity/High Volume injuries		
			3	High Acuity/Low Volume injuries or death		
			4	High Acuity/High Volume injuries or death		
	Property Impact	The extent of damage and/or loss of infrastructure that could limit or eliminate medical care and impact the ability to provide care and the financial cost to resume normal	0	No property damage/ Not applicable		
			1	Minor damage, recovery less than 2 weeks		
			2	Moderate damage, recovery less than 1 month		
			3	Severe damage, recovery less than 6 months		
			4	Total losses likely, recovery greater than 1 year		
	Business Impact	The loss resulting from the extent of service interruption or termination of services that may impair the facility's ability to provide care.	0	No service disruption/ Not applicable		
			1	Disruption to non-essential services		
			2	Disruption to non-essential services, possibility of interruption to essential services		
			3	Termination of non-essential services, Interruption to essential services		
			4	Termination of both non-essential and essential services		
	Mitigation	Preparedness The plans, policies, and procedures implemented by the facility that will be implemented should the incident occur.	0	Not applicable		
			1	Plan(s) in place, training up to date		
			2	Update to plan(s) & training required		
			3	Plan(s) and training in development		
			4	No plan(s) or training in place		
		Internal Response The ability of the facility to coordinate resources in the event an incident occurs.	0	Not applicable		
			1	Sufficient resources available		
			2	Limited resources, mustering additional internal staff viable		
			3	Limited resources, mustering additional internal staff not likely		
			4	No resources available, external response required		
		External Response External resources available to the facility to aid in incident response and recovery operations.	0	Not applicable/ Not needed		
			1	Resources readily available		
			2	Resources available, prolonged response likely		
			3	Limited resources available, prolonged response likely		
			4	No external resources available		

¹ Historical analysis based on a ten (10) year trend

² Acuity: Low : minor injuries; High : moderate to severe injuries

The Risk Assessment Process

Your Facility Name					
FACILITY SUMMARY OF HAZARD ANALYSIS					
Instructions for Summary Worksheet					
-The data table and graphs are formatted to auto-fill as the Hazard Worksheets are completed					
-Cell C6 will change colors automatically depending on the calculated risk					
6	OVERALL RISK TO THE FACILITY	#DIV/0!			Color Scale
7		Natural	Technological	Human	FACILITY
8	Probability	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
9	Severity	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
10	Hazard Specific Risk	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
					Low Relative Risk
					Moderate Relative Risk
					High Relative Risk
					Highest Relative Risk

Hazard Specific Risk to the Facility

Y-axis: 0.00, 0.10, 0.20, 0.30, 0.40, 0.50, 0.60, 0.70, 0.80, 0.90, 1.00

X-axis: Natural, Technological, Human

Legend: Probability (blue), Severity (orange)

Probability and Severity of Hazards to the Facility

Y-axis: 0.00, 0.10, 0.20, 0.30, 0.40, 0.50, 0.60, 0.70, 0.80, 0.90, 1.00

X-axis: Probability, Severity

Legend: Probability (blue), Severity (orange)

The Risk Assessment Process

Your Facility Name									
Hazard Vulnerability Assessment						RISK	PROBABILITY	SEVERITY	
NATURAL HAZARDS						#DIV/0!	#DIV/0!	#DIV/0!	
HAZARD	PROBABILITY (0-4)	SEVERITY						Relative Risk	Comments
		IMPACT			MITIGATION				
		HUMAN IMPACT	PROPERTY IMPACT	BUSINESS IMPACT	PREPARED- NESS	INTERNAL RESPONSE	EXTERNAL RESPONSE		
		Possibility of death or injury	Physical losses and damages	Interruption of services	Preplanning	Time, effectiveness, resources	Community/ Mutual Aid staff and supplies		
Avalanche									
Blizzard									
Coastal Tsunami / Erosion									
Dam Failure									
Drought									
Dust / Sand Storm									
Earthquake									
Flooding (External)									
Damaging Winds									
Hail Storm									
Hurricane									
Infection Disease (SARS, Flu, etc)									
Landslide									
Severe Thunderstorm									
Snow / Ice Storm									
Temperature Extremes									
Tornado									
Volcanic Eruption									
Wild Fire									
Other 1 (provide hazard name)									
Other 2 (provide hazard name)									
Other 3 (provide hazard name)									
Average Score	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	

The Risk Assessment Process

Breakout- Assess the threats and risks

10 minutes

Report back

The Risk Assessment Process



The Risk Assessment Process

Impacts and Desired Outcomes

Capability targets should be specific and measurable. To develop specific and measurable targets, facilities should consider **impacts** and **desired outcomes** for each threat and hazard.

The Risk Assessment Process

Impacts

Impacts describe how a threat or hazard might affect a core capability.

Impacts are linked to the size and complexity of threats and hazards. Larger, more complex threats and hazards might cause larger, more complex impacts.

Impacts should be specific and include quantitative descriptions as much as possible to allow jurisdictions to gain an understanding of what is needed to manage risk. Facilities may seek to express impacts using the following types of categories:

- Size of area affected
- Number of displaced people
- Number of fatalities
- Number of injuries or illnesses
- Disruption to critical infrastructure
- Intelligence requirements and needs
- Amount of direct economic impacts
- Economic effects of supply chain disruption

The Risk Assessment Process

Impact

Threat/Hazard	Context
Armed Intruder	An armed intruder will attempt to kill as many people in the shortest amount of time. Non-ambulatory residents will be the most at risk. Doors without locks will pose a challenge.

The Risk Assessment Process

Desired Outcomes

Desired outcomes describe the timeframe or level of effort needed to successfully deliver core capabilities.

Capabilities are only useful if facilities can deliver them in a timely and effective manner.

Outcome Type	Example Outcome Description
Shelter in Place	Shelter and barricade all residents within 5 minutes of encountering an armed intruder

The Risk Assessment Process

Threat/Hazard	Armed Intruder
Context Description	An armed intruder will attempt to kill as many people in the shortest amount of time. Non-ambulatory residents will be the most at risk. Doors without locks will pose a challenge.
Core Capability: On-scene Security and Protection	
Capability Target	Shelter and barricade all residents within 5 minutes of encountering an armed intruder

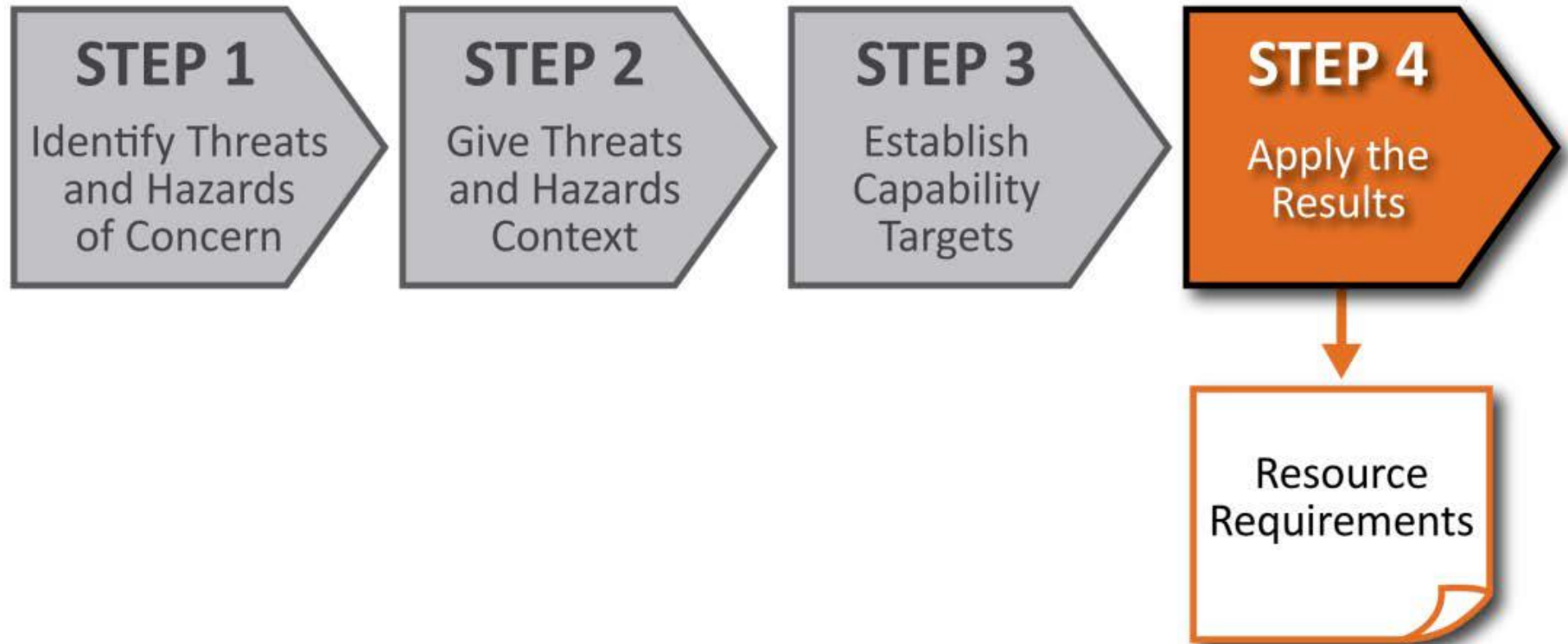
The Risk Assessment Process

Breakout- Develop one capability
target

10 minutes

Report back

The Risk Assessment Process



The Risk Assessment Process

Threat/Hazard	Armed Intruder	
Context Description	An armed intruder will attempt to kill as many people in the shortest amount of time. Non-ambulatory residents will be the most at risk. Doors without locks will pose a challenge.	
Core Capability: On-scene Security and Protection		
Capability Target	Shelter and barricade all residents within 5 minutes of encountering an armed intruder	
Resource Requirement		
Resources		Number Required
Door wedges		20

The Risk Assessment Process

Breakout- Determine resources for
the capability target

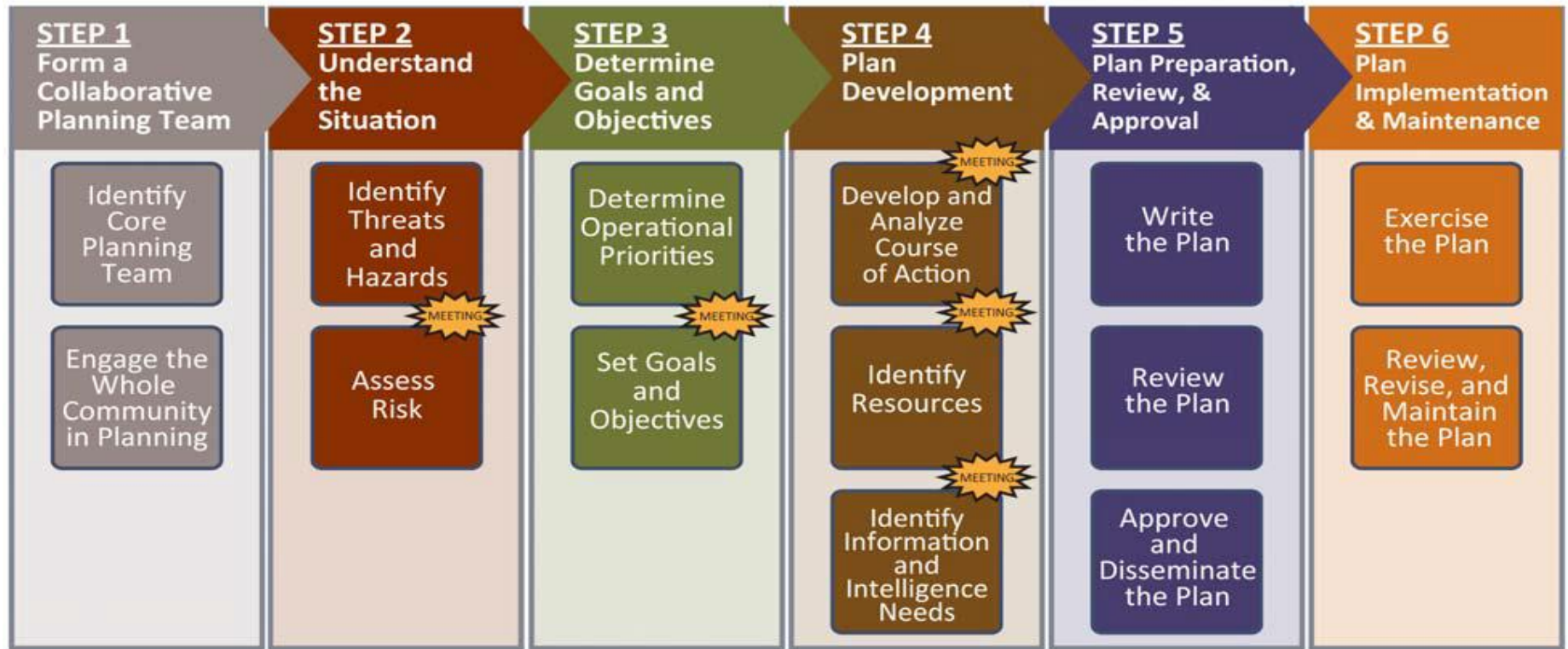
10 minutes

Report back

Module 3

Developing an Emergency Operations Plan

Developing an Emergency Operations Plan



Developing an Emergency Operations Plan



Identify Core Planning Team

- Facility administration, staff, residents or clients, family members

Engaging the Whole Community in Planning

- Emergency responders: Police, Fire, EMS, EMA

Developing an Emergency Operations Plan



Brief assessment or profile of your facility

Identify Threats and Hazards

Assess Risk

Developing an Emergency Operations Plan



Determine Operational Priorities

Set Goals and Objectives

Developing an Emergency Operations Plan



Develop and Analyze Courses of Action

- Immediate Shelter, Immediate Evacuation, Shelter-In-Place, Evacuation

Identify Resources

- Internal, External

Identify Information and Intelligence Needs

Developing an Emergency Operations Plan



Emergency and Standby Power Systems

- Additional requirements for hospitals, critical access hospitals, and long-term care facilities.
- Locate generators in accordance with National Fire Protection Association (NFPA) guidelines.
- Conduct generator testing, inspection, and maintenance as required by NFPA.
- Maintain sufficient fuel to sustain power during an emergency.
- Contact your local codes enforcement office

Developing an Emergency Operations Plan



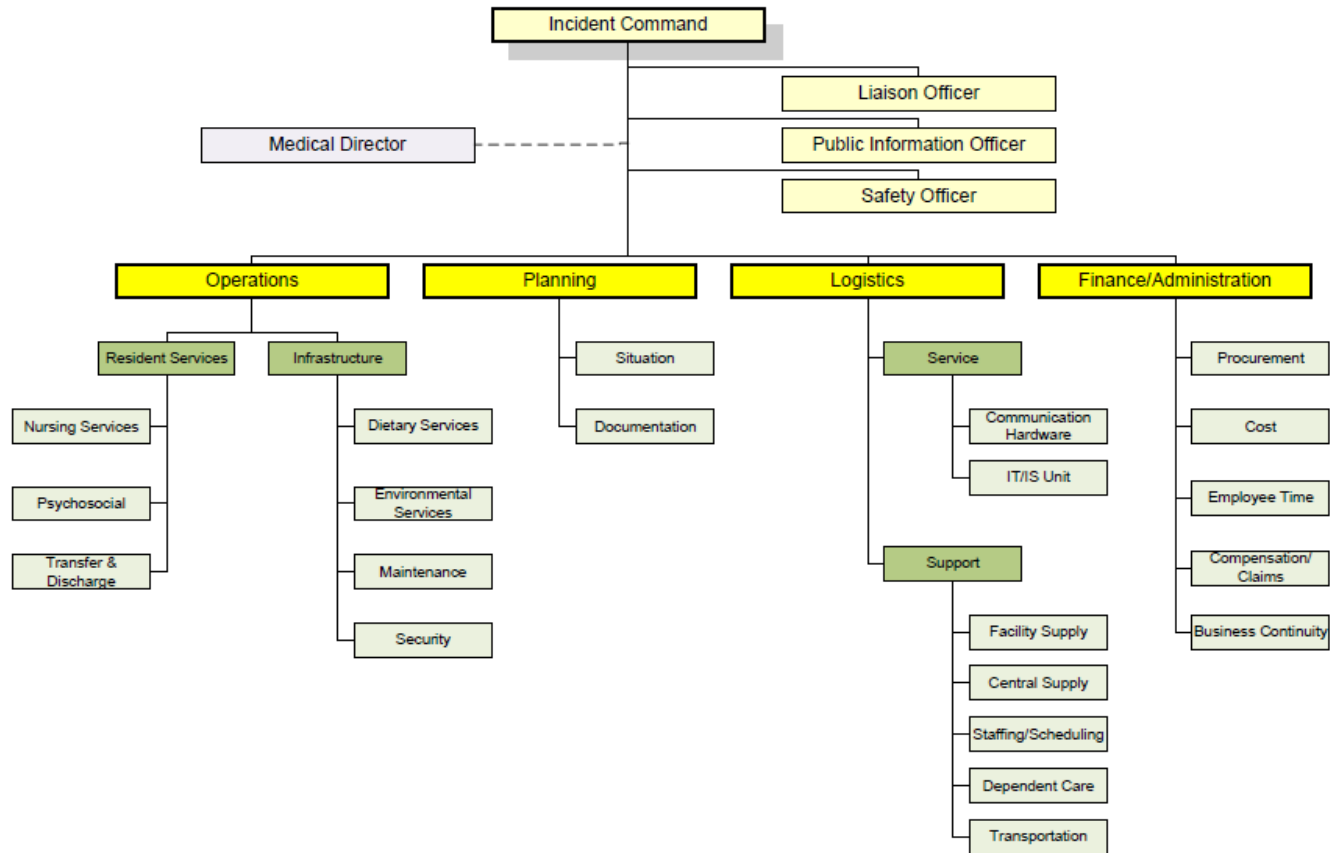
Incident Command System

- Standardized, on-scene, all-hazards incident management concept
- Enables a coordinated response
- Customizable, flexible, and scalable
- Common terminology
- National Incident Management System (NIMS)

Developing an Emergency Operations Plan

Nursing Home Incident Command System

Plan for 3
deep



Developing an Emergency Operations Plan

The Incident Commander is always activated.

Other positions as needed.

Nursing Home Incident Command System

Position Crosswalk

ICS Position	Nursing Home Position
Incident Commander	Administrator
Medical Director/Specialist	Medical Director/Nurse Consultant
Public Information Officer	Media Relations/Administrator
Liaison Officer	Assistant Administrator
Safety Officer	Maintenance
Operations Section Chief	Director of Nursing
Resident Services Branch Director	Director of Staff Development
Nursing Unit Leader	Charge Nurse
Psychosocial Unit Leader	Activities Director
Admit/Transfer & Discharge Unit Leader	Charge Nurse or Rehab Director
Infrastructure Branch Director	Housekeeping supervisor
Dietary Unit Leader	Cook
Environmental Unit	Housekeeper
Physical Plant/Security Unit Leader	Maintenance
Planning Section Chief	Assistant/Associate Administrator
Situation Unit Leader	Director of Admitting
Documentation Unit Leader	Medical Records Staff
Logistics Section Chief	Director of Dietary Services
Service Branch Director	Accounts Manager
Communication Hardware Unit Leader	Maintenance Staff/Rehab Director
IT/IS Unit Leader	Business Office Staff
Support Branch Director	Director of Social Services
Supply Unit Leader	Housekeeping or Central Supply
Staffing/Scheduling Unit Leader	Lead CNA
Transportation Unit Leader	Maintenance or Activity Staff
Finance/Admin Section Chief	Business/Finance Director
Time Unit Leader	Payroll/Biller
Procurement /Costs / Claims Unit Leader	Risk Manager / Quality Management

Developing an Emergency Operations Plan



Write the Plan

- Basic Plan, Functional Annexes, Hazard-Specific Annexes

Review the Plan

Approve and Disseminate the Plan

Developing an Emergency Operations Plan



Sample plan layout

Developing an Emergency Operations Plan



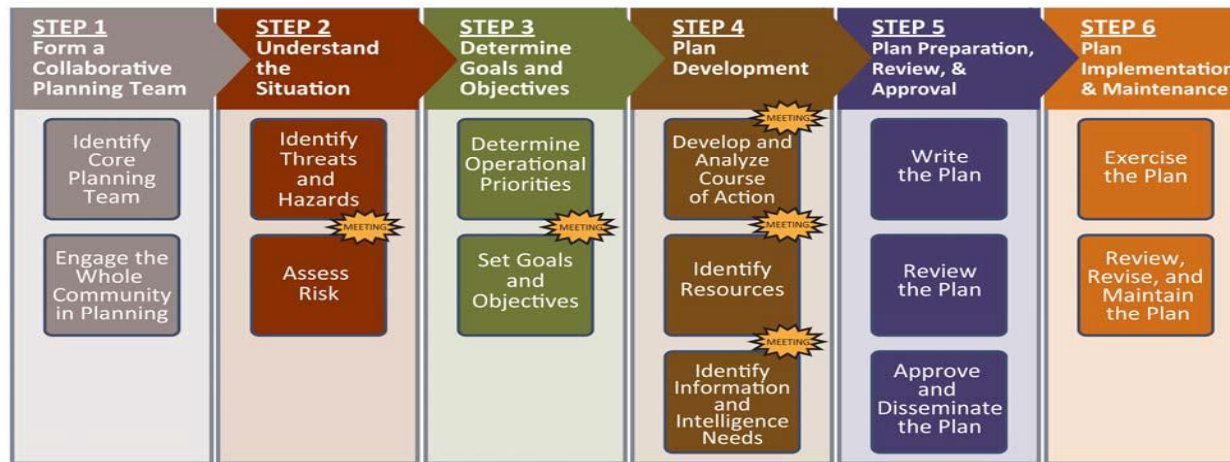
- Training
- Exercise the plan
- Review and update annually
- Revise

Developing an Emergency Operations Plan



Continuing process.

Developing an Emergency Operations Plan



Breakout- Identify team members, choose a risk or hazard, set goals and objectives, develop a course of action, write an annex

30 minutes

Report back

Module 4

Connecting the Plan to Your Policies and Procedures

Connecting the Plan to Your Policies and Procedures

Remember this?



Functional Annexes, Hazard-Specific Annexes can become your policies and procedures

Module 5

Develop a Communication Plan

Develop a Communication Plan

Part of your EOP

Internal and external

Redundant

Develop a Communication Plan

- Contact information for all relevant stakeholders
- Primary and alternate means of communication for staff and agencies
- A means of sharing patient information while maintaining privacy
- A means of sharing resource information with other facilities

Develop a Communication Plan

Contact information for all relevant stakeholders

- Staff, physicians, other hospitals and entities providing services, and volunteers
- Federal, state, regional, and local emergency management agencies and responders

Develop a Communication Plan

- Method to communicate with local ICP
- Method of sharing medical information
- Method of sharing appropriate parts of the plan with residents and families

Develop a Communication Plan

Primary and alternate means of communication for staff and agencies

- Risk Assessment should identify the most likely types of communication disruption
- Facilities should prepare for inoperable landlines and overwhelmed cellular service

Develop a Communication Plan

Breakout- Create a list of relevant stakeholders. List all the available means of communication that you currently have available.

10 minutes

Report back

Module 6

Training and Exercising the Plan

Training and Exercising the Plan

Your plan should address the following questions:

- What emergency related training will be required of your staff?
- What orientation or training will you provide for your residents or clients?
- What is your schedule of drills and exercises?

Training and Exercising the Plan

Types of Training to Consider

- Training in ***Emergency Planning*** for facility administrators to prepare them for developing an EOP specific to your facility.
- Training for all stakeholders, including staff and residents or clients, in individual ***Emergency Preparedness***.
- Training for staff on their respective ***Emergency Responsibilities*** as well as a general orientation to the entire plan

Training and Exercising the Plan



Suggested Training Requirements for Your

Facility Staff:

Training Requirement	Staff Position	Schedule of Completion
1. Orientation to EOP	All new staff	Within 30 days of employment
2. Disaster In-Service	All Staff	Annually
3. Table Top Exercise	Critical Staff	Annually
4. Fire Drills	Staff & Residents	Monthly
5. Full-Scale Evacuation Exercise	Staff & some Residents	Every third year

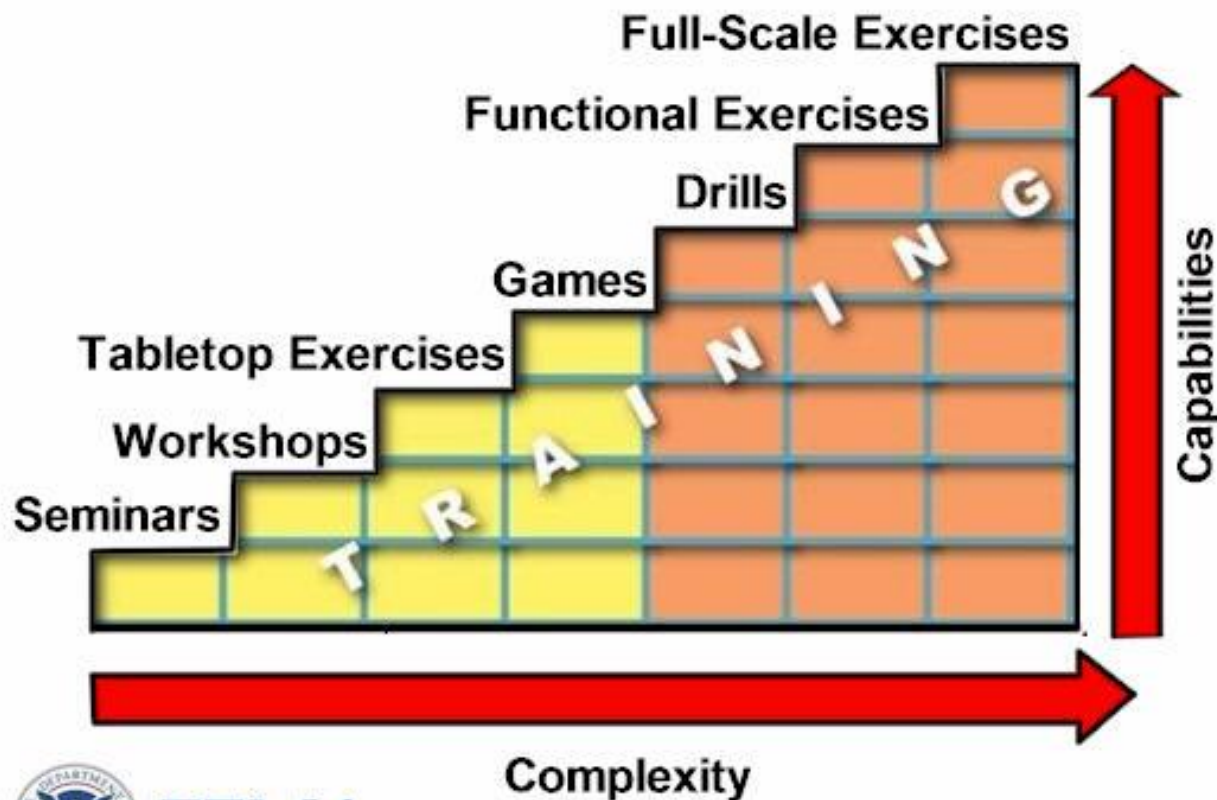
Training and Exercising the Plan

Establishing multi-year exercise program priorities and developing a multi-year Training and Exercise Plan (TEP) are key pieces of Exercise Program Management within the Homeland Security Exercise and Evaluation Program (HSEEP) methodology



Training and Exercising the Plan

Building-Block Approach to Exercise Scheduling



Training and Exercising the Plan

The Training and Exercise Planning Workshop



Training and Exercising the Plan

Step 1: Identify Factors for Consideration

- Identify threats and hazards
- Identify validated and non-validated areas for improvement
- Identify external sources and requirements
- Identify accreditation standards or regulations

Training and Exercising the Plan

Step 2: Link Factors to Capabilities

Step 3: Establish Exercise Program Priorities

Step 4: Develop a Multi-year Schedule

- Identify potential exercises
- Identify potential training
- Update/build the draft multi-year schedule

Training and Exercising the Plan



- Factors for consideration are the key elements that influence the selection of exercise program priorities
- The list of factors is intended to help organizations consider the full range of factors impacting their exercise and preparedness programs

Training and Exercising the Plan

During this step, we will focus on the identifying the following:

Task 1.1:

Threats and Hazards

- National threats and hazards
- Jurisdictional threats and hazards
- Hazard vulnerability analysis

Task 1.2:

Areas for Improvement/ Capabilities

- Real-world incident corrective actions
- Exercise corrective actions
- Identified and/or perceived areas for improvement

Task 1.3:

External Sources Requirements

- Industry reports
- State or national preparedness reports
- Homeland security strategies

Task 1.4:

Accreditation Standards/ Regulations

- Accreditation standards and/or requirements
- Grants or funding-specific requirements
- Occupational Safety and Health Administration regulations

Training and Exercising the Plan

Objective: Identify any significant threats and hazards

Consider:

- National threats and hazards
- Organizational threats and hazards
- THIRA and local risk assessments
- Hazard vulnerability analysis

5 minutes

Report back

Training and Exercising the Plan

Objective: Identify any significant strengths and areas for improvement

Consider:

- Strengths to be shared with other organizations
- Exercise and real-world event corrective actions
- Identified and/or perceived areas for improvement

10 minutes

Report back

Training and Exercising the Plan

Objective: Identify any significant external sources and requirements

Consider:

- Industry reports
- State or national preparedness reports
- State or national homeland security strategies
- Homeland security policy

5 minutes

Report back

Training and Exercising the Plan

Objective: Identify any significant accreditation standards and regulations

Consider:

- Accreditation standards
- Grants or funding-specific requirements
- Occupational Safety and Health Administration (OSHA) regulations
- Legislative requirements

5 minutes

Report back

Training and Exercising the Plan



- The National Preparedness Goal outlines distinct core capabilities across five preparedness mission areas
- Organizations can use exercises as a way to examine current and required core capability levels and identify gaps
- Linking the factors identified in Step 1 to core capabilities will help identify the areas most in need of attention

Training and Exercising the Plan

Objective: Link the factors identified in Step 1 to core capabilities

Consider:

- Threats and hazards
- Strengths and areas for improvement
- External sources and requirements
- Accreditation standards and regulations

10 minutes

Report back

Training and Exercising the Plan



- Exercise program priorities are the strategic, high-level priorities that guide the overall exercise program
- These priorities inform the development of exercise objectives, ensuring individual exercises evaluate and assess core capabilities in a coordinated and integrated fashion

Training and Exercising the Plan

Objective: Achieve consensus on the priorities that will guide the exercise program for the next 3 years

Consider:

- Factors identified in Step 1
- Priority core capabilities identified in Step 2
- Management's guidance

Training and Exercising the Plan



- The multi-year schedule outlines the exercises and associated training events that will address the exercise program priorities
- The multi-year schedule should reflect a progressive approach:
 - Exercises are aligned to a common set of exercise program priorities
 - Exercises increase in complexity over time

Training and Exercising the Plan



- Exercises should be supported at each step with training resources

Training and Exercising the Plan

Types of Emergency Exercise

Orientation

An orientation takes the form of an informal meeting with your staff to discuss the roles, responsibilities, policies and procedures outlined in the facility plan. This meeting provides an opportunity to openly discuss the plan and to solicit feedback from staff.

Table Top

A table top exercise is an informal discussion of a simulated emergency. There is no pressure of time and plenty of opportunity to discuss ideas. The exercise planners will have chosen a particular type of emergency to simulate and will have prepared “messages” in advance to which participants can respond. Emergency “messages” are notes that give a participant an opportunity to consider a realistic emergency event and to develop a response to that event.

Functional Exercise

A functional exercise involves only the personnel with emergency responsibilities. It is a stressful, realistic simulation that takes place in real time. The facility Emergency Operations Center (EOC) is activated and several emergency functions may be implemented.

Full Scale Exercise

A full-scale exercise is a “real time” event that employs real people and equipment in response to a simulated emergency. Often these exercises are implemented by municipal or county agencies and involve numerous agencies and test several emergency functions. The stress level of this exercise is high.

Drill

A drill tests a single emergency response function such as an evacuation for a fire drill. Your facility may choose to involve the local fire department.

Emergency Management Exercises

- ◆ Orientation
- ◆ Table top
- ◆ Functional
- ◆ Full Scale
- ◆ Drill

Training and Exercising the Plan

Progressive Exercises:

An exercise schedule that begins with the simplest fire drill and continues on to more and more complex exercises is called a **Progressive Exercise Program**. The idea behind this type of an exercise program is to give your facility staff an opportunity to test what they know and to *gradually* build on their experience in implementing emergency functions. This gradual process allows your staff to gain confidence in what they know without the fear of failure. Complexity will be added to the emergency exercises only as their experience and confidence grows. Here is a sample Progressive Exercise schedule:

Exercise/Activity	Purpose/Function	Participants	Schedule
Orientation to the EOP	Staff awareness/feedback	All staff	1 st month
Table Top	Communications	Emergency Management Team only	3 rd month
Drill	Fire evacuation – to immediate vicinity	Staff and residents	6 th month
Functional	Full Evacuation simulation	Emergency Management Team Only	12 th month
Full-scale	Actual full evacuation & relocation to alternate Shelter site	All staff and residents/clients	18 th month

Training and Exercising the Plan

During this Step, we will focus on the following tasks:

Task 4.1: Identify Potential Exercises

Task 4.2: Identify Training

Task 4.3: Update/Build the Multi-year Schedule

Training and Exercising the Plan

Objective: Identify potential exercises for inclusion in the multi-year schedule

Consider:

- Pre-planned exercises
- Standing exercise requirements
- Additional exercises to address program priorities

10 minutes

Report back

Training and Exercising the Plan

Objective: Identify potential training events for inclusion in the multi-year schedule

Consider:

- Training to support specific exercises
- Required training
- Additional training to meet capability gaps or address program priorities

10 minutes

Report back

Training and Exercising the Plan

Objective: Update or build the multi-year training and exercise schedule

Consider:

- Exercises that address program priorities and priority core capabilities
- Exercises that promote collaboration

Training and Exercising the Plan

Year 1: 20xx

Organ- ization	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Org 1												
Org 2												
Org 3												
Org 4												
Org 5												

Training and Exercising the Plan

Year 2: 20xx

Organ- ization	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Org 1												
Org 2												
Org 3												
Org 4												
Org 5												

Training and Exercising the Plan

Year 3: 20xx

Organ- ization	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Org 1												
Org 2												
Org 3												
Org 4												
Org 5												

Summary

1. What is Emergency Management?
2. The Risk Assessment Process
3. Developing an Emergency Operations Plan
4. Connecting the plan to your policies and procedures
5. Develop a communication plan
6. Training and exercising the plan

Questions

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Conclusion

“Fortune favors the prepared mind.”

-Louis Pasteur